



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, July 23, 2009
POSITION TITLE:	Regional Dental Director, CEA	FINAL FILING DATE:	Wednesday, August 5, 2009
CEA LEVEL:	Regional Dental Director, CEA Inmate Dental Services Program Division of Correctional Health Care Services (9424)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$26,929.00 - \$29,689.00 / Month	BULLETIN ID:	07232009_3

POSITION DESCRIPTION

Under the general direction of the Deputy Statewide Dental Director, Division of Correctional Health Care Services (DCHCS) the Regional Dental Director (RDD) plans, organizes, and directs the clinical operations of the dental health care delivery system, including the dental program and dental program support assessments. The RDD oversees the dental clinical services and the performance of Chief Dentists, Correctional Facility (CF) in their region.

Duties include, but are not limited to:

- Planning, organizing, directing, and evaluating the dental clinical services of a region; and directing and evaluating a coordinated dental clinical services delivery system for a region in coordination with the medical and mental health services. Overseeing the performance of the regional dental quality reviews and providing the Dentist, CF, Dental Assistant, CF, and other members of program support teams with specific direction regarding the Inmate Dental Services Program through training, planning, and monitoring of compliance with all DCHCS policies and procedures.
- Providing specific coordinating direction and overseeing the performance of the Chief Dentist, CF at each Institution within an assigned region in conjunction with directives from the Statewide Dental Director and the Deputy Statewide Dental Director in order to implement dental health care policy within the region and to coordinate health care operations with other regions. Ensuring the provision of training and regular reviews of dental practices, prescribing practices, preventive and oral self care education, oral surgery referrals, laboratory requests and performance, cumulative pharmacy and therapeutic reviews, radiological operations, and other clinical services conducted within the region. Conducting reviews of the credentialing, privileging, and licensing of

professionals employed within the dental health care delivery system.

- Overseeing the Utilization and Risk Management Program for the region; providing direction regarding the efficient management of all dental operatories, prosthetic laboratory utilization, and outside consultants within the region; providing direction in the coordination of appropriate regular utilization reviews; and approving transfer of dental patients between institutions and to outside medical facilities. Directing the production of a monthly retrospective utilization review; and serving as the Chairperson conducting quarterly regional conferences to evaluate patient dental care within the region, which includes a forum for accumulated outcome data review studies; and providing consultation, regional emergency response review, staff education, and training.
- As directed in specific cases of high notoriety, including the Director's Review Board, providing consultation and review of the examination, diagnosis, prescribing practices, and administration of treatment to inmates; providing second opinions; checking reports and charts; directing the performance of regular audits of patient care of institutions within the assigned region; developing treatment protocols and algorithms; conducting staff conferences; and instructing staff in modern dental techniques and methods.
- Responding in the event of an emergency to direct the provision of on-site care at institutions; and performing direct patient care as needed during emergencies.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of dentistry in California as determined by the Dental Board of California. (Applicants who are in the process of securing approval of their qualifications by the Dental Board of California will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and At least two years of professional dental experience working in a small to medium dental health program, a governmental dental health program, or a dental program as part of a health care facility. Wide and varied experience in the practice of dentistry, including experience in an administrative or teaching capacity which will have developed an understanding of management and administration of dental programs and dental clinic organizations

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities: 1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles and practices of general dentistry; principles and practices of dental surgery; dental clinic administration and management; principles of sanitation and dental health; principles of personnel management and supervision; a manager's responsibility in promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment. 2. Ability to communicate effectively; plan, organize, and direct the work of professional and administrative staff; analyze administrative policies, organization procedures, and practices; oversee the development of standards of operations for dental activities; integrate the activities of a diverse statewide program to attain common goals; initiate and ensure the implementation of program improvements in a large dental or health care program; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; and effectively promote equal opportunity in employment

and maintain a work environment that is free of discrimination and harassment. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATION(S)

- Demonstrated abilities in communicating effectively both orally and in writing; and in representing a Department/organization with various stakeholders such as Legislators, local government and law enforcement agencies, community leaders, bargaining units, advocacy groups, the public, and court monitors.
- Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures as appropriate.
- Knowledge of management and operations of a dental health care delivery system, including regional field operations, and dental clinical treatment programs.
- Broad and extensive administrative experience in the development and implementation of statewide dental health care delivery system program policies and procedures.
- Knowledge of federal, state and local laws and regulations, and court mandates pertaining to dental health care services, and experience in managing a budget.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Regional Dental Director, CEA**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than four pages in length or be less than size 12 font.

- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments

1515 S Street, Room 108-North, Sacramento, CA 95811

Toni Dodds | 916-322-9223 | Toni.Dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: